



TOWN OF EAST HAMPTON

300 Pantigo Place, Suite 111
East Hampton, NY 11937

Office of
Fire Marshal

Tel. 631-329-3473
Fax: 631-329-9403

APPLICATION FOR MASS GATHERING PERMIT

Pursuant to provisions of Chapter 151 "Mass Gatherings" of the Town of East Hampton Town Code, the following application is made. Completed application shall be submitted to the Town Board, Town of East Hampton, at least thirty (30) days prior to the date of the gathering. There is no fee for this permit.

Please note: Certificate of Insurance and supplemental information may be required. See page 3 for insurance information.

SECTION 1. APPLICATION INFORMATION

a) Name & Mailing Address of applicant: _____
_____ Phone/Fax _____

b) Sponsoring Organization (If any): _____
name, address, telephone number and fax number of applicant/organization: _____

c) What is applicant's relationship to sponsoring organization? _____

d) Is the applicant a professional fund raiser? (As defined in §171-a of the New York Executive Law): ☐ Yes ☐ No

SECTION II. NATURE OF EVENT

a) What is the nature and purpose of the gathering? _____

b) Location of Gathering, Street Address: _____

Tax Map Number of Premises: _____

c) Description of Premises: (Include whether commercial or residential, approximate size of parcel) _____

d) Ownership of premises: Who owns premises where gathering will take place? ☐ Applicant ☐ Other

IF APPLICANT DOES NOT OWN PREMISES, DOES APPLICANT HAVE CONSENT OF OWNER TO HOLD GATHERING?
_____ (Attach written consent of owner or copy of lease agreement.)

SECTION III. PERTINENT INFORMATION

a) Date and Time:

1) Date(s) of gathering: _____ Number of Persons Expected _____

2) Time of gathering, expected duration _____

b) Music ☐ Yes ☐ NO If Yes, please state the source that is to be provided. i.e., live band, record/tape player, disc jockey, etc. – all music must end at 11:00 p.m.

c) Lighting: Indicate all lighting other than the house lights used and measures to be taken to prevent any source of exterior lighting from becoming visible across property lines

d) State details for refuse removal and provisions for sanitation facilities:

e) Will a tent (or tents) be provided in connection with the proposed affair? ☐ Yes ☐ No If yes, please have the attached Tent Permit application completed and approved by the Fire Marshal.

f) Will there be an admission charge for the event? ☐ Yes ☐ No Will the event include sales of any kind? ☐ Food/Drink
☐ Crafts ☐ Other _____

h) Parking: Attendant? ☐ Yes ☐ No Number of cars on property: _____ Along Road: _____
If gathering will take place along a public roadway, such as a race or walk-a-thon, describe route (attach map if applicable)

i) Signage: Will there be off premise signage? Yes _____ No _____ If so, it can only be displayed 10 day prior to the event. Sign not to exceed 4X8 feet.

The applicant further consents and agrees to abide by any and all ordinances of the Town of East Hampton, including, but not limited to Chapter 151 "Mass Gatherings", Chapter 185 "Noise", and Chapter 240 "Vehicles & Traffic" of the East Hampton Town Code. Copies of the above mentioned ordinances are available upon request.

Signature of Applicant

PERMIT #: _____

APPROVED: _____

DATE: _____

TOWN BOARD LIAISON

DISAPPROVED _____

Signature

REASON(S) DENIED: _____

Information for applications are considered "Mass Gatherings."

Application having been made to the Town Board of the Town of East Hampton, Suffolk County, State of New York, for the issuance of a permit as specified. In the event that this application is granted we do hereby agree that no events, entertainment, games, mechanical rides, or activities will be operated, conducted, or maintained upon the premises in connection with the mass gathering, except as set forth herein . Further we hereby agree not to operate any mechanical rides, or cause or permit any noisemaking devices to be maintained between the hours of 11:30 p.m. and 9:00 a.m., in accordance with Chapter 185 "Noise" of the East Hampton Town Code.

SIGNATURE

CERTIFICATE OF INSURANCE

Annexed hereto is a Certificate of Insurance naming the organization responsible for the bazaar, fair, entertainment, or other mass gathering or event, and the Town of East Hampton as an additional covered party ("insured"), setting forth the purpose of the event and the date(s) thereof, in a minimum amount of ONE MILLION (\$1,000,000) DOLLARS coverage for liability, and FIVE HUNDRED THOUSAND (\$500,000) DOLLARS for property damage. It is understood and agreed that no permit shall be issued for an event unless the attached Certificate of Insurance is approved by the agent representing the insurance underwriter.

Organization Name

Signature

Print Name & Title

Date

**RELEASE OF ALL CLAIMS
AND
AGREEMENT TO INDEMNIFY AND HOLD HARMLESS**

Date: _____

Inconsideration of the permission given by the Town of East Hampton

for the use of _____ in order to
(Town Facility)

_____, on _____
(Activity) (Dates)

_____ hereby agrees to
(Name of applicant, organization)

indemnify and hold harmless the Town of East Hampton and every agent, employee and official thereof against all liabilities, claims, suits, awards or judgments whatsoever which may arise directly or indirectly out of above activity in favor of, or which might be claimed by _____ or third parties.

(Name of applicant, organization)

It is understood and agreed that this release of claims and agreement to indemnify and hold harmless is a condition precedent and an un-severable part of the permission given by the Town of East Hampton, and the Town was induced to grant such permission by the promise of the undersigned to grant this release.

NAME: _____
(Please Print)

Responsible Official of
organization with authority
to sign.

SIGNATURE: _____

STATE OF _____)
COUNTY OF _____)

Today, _____,
(Date) (Name)

Appeared before me and signed the forgoing instrument.

Notary Public